



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date		Department of Education Office of Vocational Education	Application Number	81-128
Application Number		Program Development Support Division Student Services - State Office Building Atlanta, Georgia 30334	Date Received FEB 13 1981	Date Completed FEB 25 1981
2. Person to Contact Ann E. Lary		Working Title Student Services Coordinator	Telephone Number 656-2547	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest 1972 To Date		5. Records Series Title (followed by title used in office; if different) Georgia Occupational Award Leadership (GOAL) Program Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The GOAL (Georgia Occupational Award of Leadership) Program was created in 1971 by the Georgia Department of Education and the Georgia Chamber of Commerce to recognize the importance vocational education would achieve during its growth in the 1970's. It is the only program of its kind in the nation which honors excellence among postsecondary vocational-technical students. The annual State GOAL winner receives an automobile. In 1980 a new award was added to the program to emphasize excellence in job skills. (GOAL recognizes excellence in leadership.) The new award, PRIDE (Proficiency Recognition Indicating Demonstrated Excellence), is a \$1,000 cash award to the student demonstrating the highest occupational proficiency.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Administering the GOAL program, in conjunction with the Georgia Chamber of Commerce. Included are: Notebooks containing GOAL calendar, coordinator's list, schedule of meetings, promotional materials, State judges' list, PRIDE (Proficiency Recognition Indicating Demonstrated Excellence) award materials, planning committee notes, winner book, and other documents related to the GOAL Program. File is arranged: Chronologically by calendar year.				
8. Monthly Reference Rate		How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?		
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) 2" notebook _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? Unique program.
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 1 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Program Planning purposes.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	2-6-81	Walker L. Baumgardner	2-10-81
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	2-24-81
		Secretary of State/Designee	2-23-81
		Attorney General/Designee	2-24-81